

# **MARKET RESEARCH ANALYSIS FOR HOODS AND DUCTS CLEANING SERVICES**

(NOTE TO THE WRITER: THIS MARKET RESEARCH ANALYSIS IS BASED ON A SURVEY OF COMMERCIAL SECTOR BUSINESS PRACTICES. IT COMPARES THE GOVERNMENT REQUIREMENT FOR SERVICES TO THE COMMERCIAL MARKET TO DETERMINE HOW THESE SERVICES ARE CONTRACTED. **THIS IS A GENERIC DOCUMENT THAT MUST BE TAILORED TO THE UNIQUE REQUIREMENTS AT EACH INSTALLATION.** THE PURPOSE OF THIS DOCUMENT IS TO DEMONSTRATE TO THE CONTRACTING OFFICE THAT THIS SERVICE CAN BE OBTAINED IN THE COMMERCIAL MARKET AND TO SET FORTH THE STANDARD FOR THE SERVICE IF A STANDARD EXISTS. THIS DOCUMENT INDICATES THAT THE SERVICE IS COMMERCIALY AVAILABLE AND WILL ALLOW CONTRACTING TO USE FAR PART 12 FOR COMMERCIAL ACQUISITIONS.)

**Insert Your AFB  
And Date**

**MARKET RESEARCH  
FOR  
HOODS AND DUCTS CLEANING SERVICES**

**1. OBJECTIVE.** The objective of this market research is to determine if hoods and ducts maintenance services are customarily available in the commercial market and to determine the most suitable method for acquiring those services. If commercial services are not customarily available to meet the stated requirement, it will be determined if the commercial services can be modified to meet the requirement or if the requirement may be modified to meet the commercial standard. Finally, the results of this research will determine commercial practices for the method of contracting, types of contracts, performance standards, and the methods of inspection.

**2. REQUIREMENT.** The contractor shall perform all services associated with inspecting, testing, and maintaining hood and exhaust duct systems. Services shall include but not be limited to:

**2.1.** Review the current inspection, tests and preventive maintenance records of all hood and duct exhaust systems and develop a planned work schedule.

**2.2.** Inspect each hood and duct exhaust system IAW NFPA Standard 96 (NFPA 96 lists numerous other NFPA and ASTM publications to follow) and the manufacturer's instructions.

**2.3.** Perform operational tests on hood and duct exhaust systems IAW NFPA Standard 96 and manufacturers' listed procedures.

**2.4.** Perform recurring preventive maintenance on hood and duct exhaust systems IAW NFPA Standard 96 and the manufacturers' listed procedures.

**2.5.** Perform corrective maintenance on hood and duct exhaust systems, IAW NFPA Standard 96 and the manufacturer's listed procedures.

**2.6.** Perform all work in strict accordance with the highest safety standards and applicable codes in order to eliminate the possibility of damage to installed machinery, equipment and building structures.

**2.7.** Submit a report of all hood and duct exhaust system tests, inspections, and maintenance accomplished. Reports shall include a record of conditions, completed tests, inspection results, and preventive or corrective maintenance performed on a system.

**3. PARTICIPANTS.** HQ AFCEA/CEOC, 139 Barnes Drive, Suite 1, Tyndall AFB, FL 32403-5319.

**4. SOURCES CONTACTED.** See attached listing.

**5. FINDINGS AND ANALYSIS.**

**5.1. GENERAL.** The commercial market was surveyed for commercial standards, practices, and procedures. We contacted the International Kitchen Exhaust Cleaning Association (IKECA) for potential sources to provide professional expertise, advice, and assistance. IKECA provided numerous points of contacts for commercial market data. We contacted 10 IKECA's companies (first 10 companies on list) and 10 major national restaurant chains indicated in the attached listing.

**5.2. STANDARDS.** The private sector indicated that the compliance document for maintaining and servicing exhaust hoods and ducts is NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 1994 Edition. Additionally, the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) publishes a handbook entitled 1995 ASHRAE Application Handbook, Chapter 28, Kitchen Ventilation, which provides guidance and standards for exhaust hoods and ducts installation and maintenance. Finally, IKECA has developed a nationally recognized program to certify contractors and individuals performing inspections and service on exhaust hood systems. Following are the addresses of these organizations:

NFPA  
1 Batterymarch Park  
PO Box 9101  
Quincy, MA 02269-9101  
[www.nfpa.org](http://www.nfpa.org)

Ashrae Customer Service  
1791 Tullie Circle NE  
Atlanta, GA 30329  
[www.ashrae.org](http://www.ashrae.org)

IKECA  
1518 K Street, NW, Suite 503  
Washington, DC 20005  
Ikecahq@aol.com

**5.3. SPECIFICATIONS/DESCRIPTION OF WORK.** The private sector's specifications and work statements generally are performance oriented, with statements such as "maintain and service exhaust hoods and ducts in accordance with NFPA Standard 96 and other local, state, and federal procedures," "technicians shall be IKECA certified," etc. A few of the companies have more detailed specifications extracted from the NFPA standards.

**5.3.1. Quality Control.** A formal Quality Control Program was not a contract requirement in the commercial sector; however, most contractors performing the service had their own internal quality control program.

**5.4. METHOD OF SURVEILLANCE.** The private sector does not have defined methods of surveillance. Managers or supervisors usually perform inspections immediately after services were completed. Some of the companies had developed checklists, similar to the Air Force, to ensure all service areas were inspected.

**5.5. METHODS OF CONTRACTING.** The procurement procedures used by commercial firms in order of popularity are (1) pre-qualify bidders based on experience, (2) fixed price contract, (3) formal bid solicitation, and (4) pre-qualify bidders for financial strength.

**5.6. PRICING CONSIDERATIONS.** Pricing is usually based on the location, type of services, and the configuration of the system. Normally services are provided on an as-required basis and priced by the job based on the estimated man-hours and machine hours. If continual services are required, private sector contracts are usually written for one to three years and service providers are reimbursed on a monthly basis.

**5.7. REMEDIES FOR NONCONFORMING SERVICES.** Private sector firms typically require re-performance to resolve unacceptable performance. Also, provisions allow either party to terminate or cancel the contract with proper notification (usually 30 to 90 days).

**6. CONCLUSIONS.** Hoods and ducts cleaning and maintenance services are commercially available and the requirement should be a FAR Part 12 acquisition. The work statement or specifications used by private industry to contract for services are very similar to the Air Force's requirements. However, the Air Force tends to expand on its description of work to include a number of "how to" details. The most powerful weapon the private sector has for ensuring acceptable performance is its ability to cancel or terminate the contract for any reason upon proper notification.

**ATTACHMENT 1**  
**POINTS OF CONTACT DURING THE MARKET RESEARCH FOR**  
**HOODS AND DUCTS CLEANING SERVICES**

Company	First Name	Last Name	Address1	City	St.	Postal Code
GUARDIAN POWER CLEANING OF DALLAS, INC. (P)	FRED	KAHN	PO BOX 36332	DALLAS	TX	75235
OLYMPIC MAINTENANCE, INC. (P)	NEAL	IORII	3025 SOFFELL AVENUE	MELROSE PARK	IL	60160
GETZ FIRE EQUIPMENT COMPANY (P)	ROD	GETZ	1615 S.W. ADAMS ST.	PEORIA	IL	61602
NELBUD SERVICES GROUP, INC. (P)	NELSON	DILG	105 PHILADELPHIA AVE.	EGG HARBOR	NJ	08215
GRIMES BUSTERS (P)	BARNEY	BESAL	3283 LA VENTURE DRIVE	ATLANTA	GA	30341
AIRWAYS CLEANING OF FLORIDA (P)	TIM	GREENE	4200 PETERS ROAD	FORT LAUDERDALE	FL	33317
SCIENTIFIC FIRE PREVENTION COMPANY (P)	ROY	LEONARD	193 NEWELL STREET	BROOKLYN	NY	11211
RICHARD'S HOOD & DUCT CLEANING SERVICE (P)	DAVID G.	RICHARD	PO BOX 911	JEFFERSON	IN	47131
AIRWAYS SYSTEMS, INC. (P)	HARRIS	ROTHENBERG	8031 N. RIDGEWAY AVENUE	STOKIE	IL	60076
G & K SERVICE COMPANY (P)	JAMES	CURRY	PO BOX 5212	KANSAS CITY	KS	66119
CKE RESTAURANTS, INC. (R)			1200 NORTH HARBOR BLVD	ANAHEIM	CA	92801
CONSOLIDATED PRODUCTS (R)			365 PENNSYLVANIA STREET	INDIANAPOLIS	IN	46204
HOST MARRIOTT SERVICES (R)			6600 ROCKLEDGE DRIVE	BETHESDA	MD	20817
WENDY'S INTERNATIONAL (R)			PO BOX 256	DUBLIN	OH	43017
RUBY TUESDAY, INC. (R)			PO BOX 160266	MOBILE	AL	36609
OUTBACK STEAKHOUSE, INC. (R)			550 NORTH REO ST., STE 200	TAMPA	FL	33609
TRICON GLOBAL RESTAURANTS (R)			1441 GARDINER LAND	LOUISVILLE	KY	40213
SHOWBIZ PIZZA TIME (R)			4441 WEST AIRPORT FWY	IRVING	TX	75062
WSMP, INC. (R)			PO BOX 399	CLAREMEONT	NC	28610
LANDRY'S SEAFOOD RESTAURANT (R)			1400 POST OAK BLVD., STE 1010	HOUSTON	TX	77056

(P) - SERVICE PROVIDER

(R) - SERVICE RECEIVER

# **STATEMENT OF WORK FOR HOODS AND DUCTS CLEANING SERVICES**

(NOTE TO THE WRITER: THIS STATEMENT OF WORK IS BASED ON COMMERCIAL MARKET PRACTICES AS DETERMINED BY THE MARKET RESEARCH CONDUCTED ON THIS REQUIREMENT. IT REFLECTS HOW THE COMMERCIAL SECTOR DOES BUSINESS. **YOU MUST TAILOR THE DOCUMENT FOR YOUR BASE BY INCLUDING YOUR UNIQUE REQUIREMENTS AND QUANTITIES FOR WORKLOAD ESTIMATES.** THE SURVEILLANCE METHODS REFLECTED IN THIS DOCUMENT MIRROR THE PRACTICES FOUND IN THE MARKET RESEARCH. IF YOU REQUIRE SPECIFIC SURVEILLANCE TECHNIQUES YOU SHOULD ADD THEM TO THE APPROPRIATE SECTION.)

**Insert Your AFB  
And Date**

**STATEMENT OF WORK  
FOR  
HOODS AND DUCTS CLEANING SERVICES**

(LIMIT THE ACQUISITION REFORM BARRIER OF RESTRICTIVE DEPARTMENT OF DEFENSE (DOD) DIRECTIVES OR AIR FORCE (AF) INSTRUCTIONS. INCLUDE ONLY DOD OR AF DOCUMENTS THAT ARE REQUIRED FOR ENVIRONMENTAL, SAFETY, OR SECURITY REASONS. WHEN THE GOVERNMENT UNIQUE INSTRUCTIONS OF A DOD OR AF DOCUMENT ARE DETERMINED ABSOLUTELY NECESSARY TO BE INCLUDED IN THE REQUIREMENT, REFERENCE ONLY THE SPECIFIC PARAGRAPHS OF THE DOCUMENT THAT PERTAIN.)

**1. DESCRIPTION OF SERVICES.** The contractor shall provide all management, tools, supplies, equipment and labor necessary to ensure that hood and duct services are performed at (INSERT INSTALLATION NAME) in a satisfactory manner.

**1.1. BASIC SERVICES.** The contractor shall inspect, clean, and maintain hoods and ducts systems (IDENTIFY TYPE AND LOCATION OF SYSTEMS) from (INSERT THE HOURS WHEN SERVICES ARE REQUIRED) in accordance with NFPA Standard 96 and other local, state, and federal rules and procedures. The contractor and the Quality Assurance person (QA) shall review the current inspection, test, and maintenance status of all hood, duct, and exhaust systems included in this contract. The contractor shall submit a planned work schedule to the QA for approval no later than (INSERT NUMBER) calendar days after notice to proceed. The contractor shall submit a documented report to the QA on all hood, duct, and exhaust system's inspection, test or maintenance work, noting discrepancies, system impairments and recommendations, within (INSERT NUMBER) calendar days after inspection.

Type system	Manufacturer	Building location

**1.1.1.** Review the current inspection, tests and preventive maintenance records of all hood and duct exhaust systems and develop a planned work schedule.

**1.1.2.** Inspect each hood and duct exhaust system IAW NFPA Standard 96 (NFPA 96 lists numerous other NFPA and ASTM publications to follow) and the manufacturer's instructions.

**1.1.3.** Perform operational tests on hood and duct exhaust systems IAW NFPA Standard 96 and manufacturers' listed procedures.

**1.1.4.** Perform recurring preventive maintenance on hood and duct exhaust systems IAW NFPA Standard 96 and the manufacturers' listed procedures.

**1.1.5.** Perform corrective maintenance on hood and duct exhaust systems, IAW NFPA Standard 96 and the manufacturer's listed procedures.

**1.1.6.** Provide emergency repair of malfunctioning or inoperative hood and duct exhaust systems. Response must be within 4 hours.

**1.1.7.** Perform all work in strict accordance with the highest safety standards and applicable codes in order to eliminate the possibility of damage to installed machinery, equipment and building structures.

**1.1.8.** Submit a report of all hood and duct exhaust system tests, inspections, and maintenance accomplished. Reports shall include a record of conditions, completed tests, inspection results, and preventive or corrective maintenance performed on a system.

## **2. SERVICE DELIVERY SUMMARY.**

<b>Performance Objective</b>	<b>SOW Para</b>	<b>Performance Threshold</b>
<b>Perform Operational Tests, Inspections, and Preventive Maintenance on Hoods and Duct System.</b> Systems are inspected as specified. Hoods perform properly and efficiently. Ducts are clean. Accurate reports submitted timely.	1.1.1 - 1.1.4., 1.1.7., and 1.1.8.	No more than 1 customer complaint per month.
<b>Perform Repairs.</b> Response is within 4 hours. Repairs are made in a timely manner. Accurate reports submitted timely.	1.1.5. - 1.1.7. and 1.1.8.	No more than 1 customer complaint per month.

## **3. GOVERNMENT FURNISHED PROPERTY AND SERVICES. (LIST GOVERNMENT FURNISHED PROPERTY/SERVICES/EQUIPMENT, ETC. OR INCLUDE IN APPENDIX C.)**

## **4. GENERAL INFORMATION.**

**4.1. QUALITY CONTROL. (OPTIONAL)** Contractor shall develop and maintain a quality program to ensure maintenance and repair services are performed in accordance with the NFPA Standard 96 and other commonly accepted commercial practices. The contractor shall develop and implement procedures to identify and prevent defective services from reoccurring. As a minimum, the contractor shall develop quality control procedures that address the areas identified in paragraph 2, Service Delivery Summary. The government evaluator must have a specific quality control inspector to notify in case of customer complaints.

**4.2. QUALITY ASSURANCE.** The government will periodically evaluate the contractor's performance in accordance with the Quality Assurance Surveillance Plan.

**4.3. GOVERNMENT REMEDIES.** The contracting officer shall follow the requirements of FAR 52.212-4, Contract Terms and Conditions for Commercial Items (May 1997), for contractor's failure to correct nonconforming services.



**4.4. HOURS OF OPERATION.** (INSERT APPROPRIATE HOURS.)

**4.5. SECURITY REQUIREMENTS.** (INCLUDE INSTALLATION AND CONTRACT OR REQUIREMENT-SPECIFIC SECURITY REQUIREMENTS OF THE CONTRACTOR AND EMPLOYEES HERE. THIS WILL INCLUDE BASE PASS REQUIREMENTS, SECURITY CLEARANCE REQUIREMENTS, ETC. DO NOT DUPLICATE SECURITY CLAUSES OR SPECIAL PROVISIONS REQUIRED IN THE SOLICITATION AND CONTRACT BY THE FEDERAL ACQUISITION REGULATION (FAR) AND ITS SUPPLEMENTS. THE UNIT SECURITY MONITOR SHOULD INITIATE A DD FORM 254, DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION. REQUIREMENTS NOT COVERED IN THE DD FORM 254 OR THE SOLICITATION SHOULD BE INCLUDED HERE.)

**4.6. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY OR OVERSEAS COMBATANT COMMANDER.** (IDENTIFY SERVICES DETERMINED TO BE ESSENTIAL FOR PERFORMANCE DURING CRISIS ACCORDING TO DODI 3020.37. SPECIFY HOURS OF OPERATION REQUIRED AND THE PROCEDURES TO NOTIFY THE CONTRACTOR.)

**4.7. SPECIAL QUALIFICATIONS.** Contractor personnel shall be certified by appropriate federal and state regulatory agencies to meet federal and local certification requirements in maintenance of oil/water separators, grease traps and septic tanks. (NOTE: INSERT ANY ADDITIONAL SPECIAL CERTIFICATIONS OR REQUIREMENTS FOR EMPLOYEES IF DEEMED NECESSARY.)

**4.8. PARTNERING AGREEMENT.** (OPTIONAL) The contracting officer may require a partnering agreement between the government and the contractor to ensure joint cooperation and a sound partnership of all parties involved in the execution of this contract. Partnering is the creation of a government-contractor relationship that promotes achievement of mutually beneficial goals. It involves an agreement in principle to share the risks involved in completing the project and to establish and promote a nurturing partnership environment. Representatives from each organization are encouraged to participate in developing the partnering agreement. Suggested representation is the civil engineer manager, the government inspector, the government contract administrator, the contractor's manager and the contractor's quality control person. All costs for the partnership agreement should be shared equally between the government and contractor. This group is responsible for developing a formal partnering agreement that should be signed by all parties involved. The agreement should contain as a minimum: specific goals to be reached and a list of objectives to reach the goals, a set of metrics to evaluate the objectives, a frequency for meetings to review the metrics, and a statement of cooperation to execute the terms of the agreement. (NOTE: INSTALLATIONS MAY WANT TO REQUIRE AN INDEPENDENT MEDIATOR.)

**5. APPENDICES.**

**A. Estimated Workload Data**

**B. Maps and/or Site Plans**

**C. Government Furnished Property/Services/Equipment**

(NOTE: ADD ANY OTHER APPENDICES THAT MAY BE NEEDED.)

**APPENDIX A**

**ESTIMATED WORKLOAD DATA**

ITEM	NAME	ESTIMATED QUANTITY	
1	General inspection, testing, and maintaining hood and duct systems	_____	Unit
2	<b>Monthly cleaning service.</b> Systems using solid cooking fuels or 24 hour high volume frying, char broiling, or Oriental cooking..	_____	Systems
3	<b>Quarterly cleaning service.</b> Systems using high volumes of fast food frying, char broiling, or Oriental cooking.	_____	Systems
4	<b>Semi-annual cleaning service.</b> Systems using normal volumes of commercial cooking of baking.	_____	Systems
5	<b>Annual cleaning service.</b> Systems using low vapor producing cooking (pizza ovens, steam tables, etc.).	_____	Systems
6	Estimated repair service calls	_____	Calls per year

(NOTE: LIST INDIVIDUAL SYSTEMS AND ADD OTHER WORKLOAD DATA AS CONSIDERED APPROPRIATE.)

**APPENDIX B**  
**MAPS AND/OR SITE PLANS**

SUGGESTED MAPS ARE:

LOCATIONS OF HOODS AND DUCTS

AUTHORIZED GATE ENTRY POINTS

BASE MAP OF ALL PERTINENT OFFICES

EMERGENCY SERVICES

(NOTE: ADD MAPS/PLANS AS CONSIDERED APPROPRIATE.)

## **APPENDIX C**

### **GOVERNMENT FURNISHED PROPERTY/SERVICES/EQUIPMENT**

POSSIBLE ITEMS ARE:

UTILITIES

POTABLE WATER

(NOTE: ADD DATA AS CONSIDERED APPROPRIATE.)

**QUALITY ASSURANCE SURVEILLANCE PLAN  
FOR  
HOODS AND DUCTS CLEANING  
SERVICES**

**Insert Your AFB  
And Date**

# **QUALITY ASSURANCE SURVEILLANCE PLAN FOR HOODS AND DUCT CLEANING SERVICES**

## **INTRODUCTION**

This Quality Assurance Surveillance Plan (QASP) has been developed to evaluate contractor actions while implementing this SOW. It is designed to provide an effective surveillance method of monitoring contractor performance for each listed objective on the Service Delivery Summary (SDS) in the maintenance contract.

The QASP provides a systematic method to evaluate the services the contractor is required to furnish.

This QASP is based on the premise the government desires to maintain a quality standard in operating, maintaining, and repairing facilities and that a service contract to provide the service is the best means of achieving that objective.

The contractor, and not the government, is responsible for management and quality control actions to meet the terms of the contract. The role of the government is quality assurance to ensure contract standards are achieved.

In this contract the quality control program is the driver for product quality. The contractor is required to develop a comprehensive program of inspections and monitoring actions. The first major step to ensuring a “self-correcting” contract is to ensure that the quality control program approved at the beginning of the contract provides the measures needed to lead the contractor to success.

Once the quality control program is approved, careful application of the process and standards presented in the remainder of this document will ensure a robust quality assurance program.

**QUALITY ASSURANCE SURVEILLANCE PLAN  
FOR  
HOODS AND DUCT CLEANING SERVICES**

<b>Performance Objective</b>	<b>SOW Para</b>	<b>Performance Threshold</b>
<b>Perform Operational Tests, Inspections, and Preventive Maintenance on Hoods and Duct System.</b> Systems are inspected as specified. Hoods perform properly and efficiently. Ducts are clean. Accurate reports submitted timely.	1.1.1 - 1.1.4., 1.1.7., and 1.1.8.	No more than 1 customer complaint per month.
<b>Perform Repairs.</b> Response is within 4 hours. Repairs are made in a timely manner. Accurate reports submitted timely.	1.1.5. - 1.1.8.	No more than 1 customer complaint per month.

**SURVEILLANCE:** The government quality assurance (QA) person will receive complaints from base personnel and pass them to the contractor's quality control inspector (QCI) for correction.

**STANDARD:** No more than one (1) customer complaint per month is permitted. The QA shall notify the contracting officer for appropriate action in accordance with FAR 52.212.4, Contract Terms and Conditions-Commercial Items (May 1997) or the appropriate Inspection of Services clause, if any of the above performance objectives exceed one customer complaint.

**PROCEDURES:** Any base employee that observes unacceptable services, either incomplete or not performed, for any of the above performance objectives should immediately contact the QA and the QA will complete appropriate documentation to record the complaint. The QA will consider the customer complaint valid upon receipt from the customer. The QA should inform the customer of the approximate time the unacceptable performance will be corrected and advise the customer to contact the QA if not corrected. The QA will consider customer complaints as resolved unless notified otherwise by the customer. The QA shall verbally notify the Contractor's Quality Control Inspector (QCI) to pick up the written customer complaint. The QCI will be given two hours after verbal notification to correct the unacceptable performance. If the QCI disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the QCI will notify the QA. The QA will conduct an investigation to determine the validity of the complaint. If the QA determines the complaint as invalid, he will document the written complaint of the findings and notify the customer. The QA will retain the annotated copy of the written complaint for his/her files. If after investigation the QA determines the complaint as valid, the QA will inform the QCI and the QCI will be given an additional hour to correct the defect. A defect will not be recorded if proper and timely correction of the unacceptable condition(s) is accomplished. The QCI shall return the written customer complaint document, properly completed with actions taken, to the QA, who will file the complaint for monitoring future recurring performance. Recurring customer complaints are not permitted for any of the above service items. If a repeat customer complaint is received indicating the same



deficiency during the service period (month, quarter, etc.), the QA should contact the Contracting Officer for appropriate action.

**GOVERNMENT COST ESTIMATE  
FOR  
HOODS AND DUCTS CLEANING SERVICES**

NOTES: DETERMINING A GOVERNMENT COST ESTIMATE FOR A SERVICE CONTRACT IS NOT A SIMPLE PROCESS. SINCE LABOR IS THE MAIN FACTOR OF COST IN A SERVICE CONTRACT; THE COSTS FOR THE SKILLS PERFORMING THE SERVICE WILL BE DRIVEN BY THE LOCAL LABOR RATES. THE DIFFICULTY LIES IN DEFINING THE SKILLS REQUIRED, AND THE SIZE OF THE CREW THAT WILL PERFORM THE SERVICE, AND THEN DETERMINING THE LOCAL LABOR RATE FOR THE PARTICULAR SKILL. MARKET RESEARCH INDICATES THAT MOST USERS OF THE SERVICE WOULD APPROXIMATE COSTS FROM SERVICE PROVIDERS. TO ASSIST YOU IN DETERMINING THE GOVERNMENT COST ESTIMATE FOR THIS SERVICE CONTRACT, WORKLOAD DRIVERS, HAVE BEEN DEFINED (SEE BELOW). YOU CAN ENTER THE QUANTITIES FROM YOUR BASE AND PROVIDE THIS INFORMATION TO SEVERAL SUGGESTED SOURCES IN YOUR LOCAL AREA. IN MOST CASES, THEY WILL PROVIDE YOU AN ESTIMATE FOR PERFORMING THE SERVICE. YOU CAN COMPARE THE ESTIMATES AND THEN SUBMIT YOUR ESTIMATE (GOVERNMENT ESTIMATE) BASED ON WHAT YOU FOUND IN THE LOCAL MARKET.

**ESTIMATED WORKLOAD DATA**

<b>ITEM</b>	<b>NAME</b>	<b>ESTIMATED QUANTITY</b>	
<b>1</b>	General inspection, testing, and maintaining hood and duct systems	_____	Unit
<b>2</b>	<b>Monthly cleaning service.</b> Systems using solid cooking fuels or 24 hour high volume frying, char broiling, or Oriental cooking..	_____	Systems
<b>3</b>	<b>Quarterly cleaning service.</b> Systems using high volumes of fast food frying, char broiling, or Oriental cooking.	_____	Systems
<b>4</b>	<b>Semi-annual cleaning service.</b> Systems using normal volumes of commercial cooking of baking.	_____	Systems
<b>5</b>	<b>Annual cleaning service.</b> Systems using low vapor producing cooking (pizza ovens, steam tables, etc.).	_____	Systems
<b>6</b>	Estimated repair service calls	_____	Calls per year

(NOTE: LIST INDIVIDUAL SYSTEMS AND ADD OTHER WORKLOAD DATA AS APPROPRIATE)

**SUGGESTED  
BID SCHEDULE**

<b><u>CONTRACT LINE ITEM NO. (CLIN)</u></b>	<b><u>SUPPLIES/SERVICE</u></b>	<b><u>QTY</u></b>	<b><u>UNIT</u></b>	<b><u>UNIT PRICE</u></b>	<b><u>AMOUNT</u></b>
0001	NONPERSONAL SERVICES: Provide all supervision, personnel, equipment, transportation, material, and other items and services necessary to operate service, and maintain (BASE INSERTS NUMBER) Hoods and Ducts Systems at (INSERT NAME OF INSTALLATION) for the period (INSERT PERFORMANCE PERIOD) in accordance with the Statement of Work in Section C.				
0001AA	Perform Operational Tests, Inspections, and Preventive Maintenance on Hoods and Duct System.	12	MO	_____	_____
0001AB	Perform Repairs.	12	MO	_____	_____
<b>TOTAL CLIN 0001</b>					=====

**(THE BASE SHOULD DUPLICATE THE BID SCHEDULE FOR EACH OPTION YEAR. IT IS  
RECOMMENDED THAT A BASIC PLUS FOUR OPTION YEARS CONTRACT BE USED.)**